

Orders requiring co-signature, such as verbal and telephone orders, are sent to the provider's Message Center Inbox in real-time. Orders can be co-signed individually or can be grouped and signed-off, when appropriate. This flyer reviews the workflow for pulling all available unsigned orders into view. Also offered, is the workflow for signing off groups of orders.

Pulling All Unsigned Orders into View

The default lookback interval for many providers is 30 days. To determine the selected lookback timeframe, look for the **Display:** drop-down field. There are several other options in the drop-down menu. However, follow the steps below to pull-in all available results.

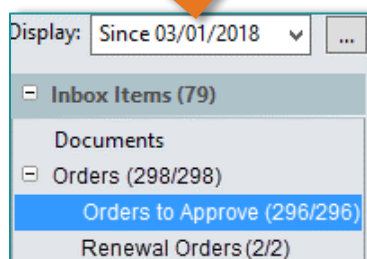
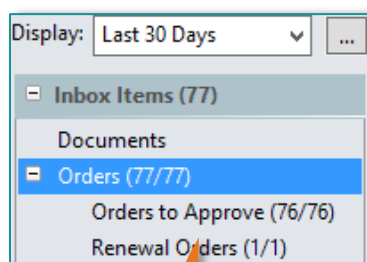
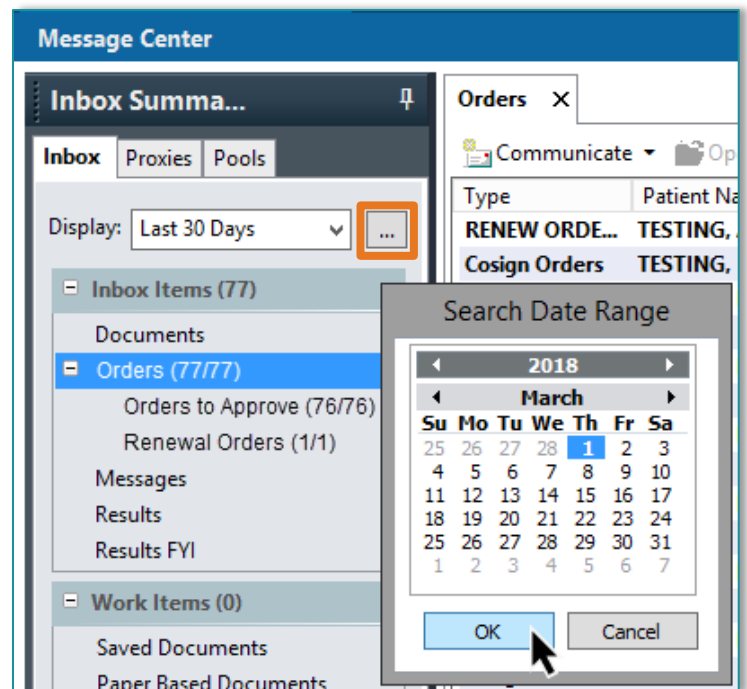
STEP 1: Click the ellipsis button to the right of the **Display:** drop-down field.

STEP 2: Use the **Year** and **Month** arrows at the top of the calendar window to enter the start date for the results interval.

Example: March 1, 2018

STEP 3: Click OK.

The **Display:** field will update, and the number of **Orders** will increase (if additional orders were found).



Signing Off Groups of Orders

STEP 1: Adjust column widths.

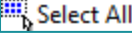
- It can be a timesaver to sign-off multiple orders at a time. However, it's important to adjust the column widths in order to review all Details and Comments for each order.
- There are two ways to do this:

Option #1: Double-click the right-most border of the column header to adjust to see all contents.

Option #2: Click and drag the right-most border of the column header to manually adjust the column width.

Type	Patient Name	Order/Plan Name	Details	Order Comment	Order Action	Cre...
RENEW ORDE...	TESTING, BOYDE	ceftriaXone (Rocep...	1 gm, Soln, IVPB, Every 12 Hour Interval, Indication: Bronchitis, 06/29/21 18:00:00 EDT, 7 Days, 07/06/21 6:00:00 EDT		Order	07/04
RENEW ORDE...	TESTING, ABIGAIL6	multivitamin with ir...	0.5 mL, Liquid, PO, Twice Daily, 06/30/21 21:00:00 EDT, 30 Days, 07/30/21 9:00:00 EDT		Order	07/21
Cosign Orders	TESTING, BROWNIE	Activity	Start: 08/06/21 17:19:00 EDT, Up ad lib		Order	08/04
Cosign Orders	TESTING, BROWNIE	INP Service Consult	Start: 08/06/21 17:19:00 EDT, Child Life Specialist; Hospitalization		Order	08/04
Cosign Orders	TESTING, BROWNIE	Diet	Start: 08/06/21 17:19:00 EDT, Pediatric Diet, Age appropriate, RD/DTR can start/stop nutrition supplements per diet o...		Order	08/04

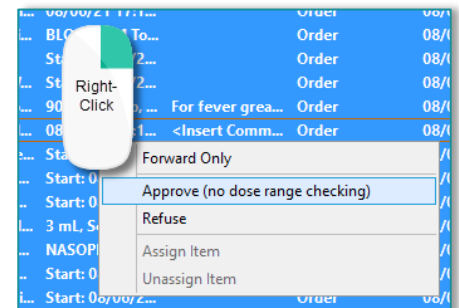
STEP 2: Select the group of orders.

- There are four ways to choose a group of orders for sign-off.
- Three methods involve the multi-select function and the fourth involves Select All:
 - Ctrl-Click:** Hold the Ctrl key on keyboard and left-click with the mouse each order.
 - Shift-Click:** Hold the Shift key on the keyboard and left-click to select a range of orders.
 - Click & Drag:** Hold the left mouse button down while highlighting the desired range of orders.
 - Select All:** Click the Select All  button at the top of the Orders to Approve window to select all orders.

IMPORTANT: This button selects ALL orders, including those off-screen. Be sure to review all order s before using this feature.

STEP 3: Approve.

- Once the orders have been selected, right-click inside the blue range and select Approve (no dose range checking).



See [Message Center Overview Flyer](#) for more information on other available options and workflows.